



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
THURSDAY, MARCH 8, 2018
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Muecke called the meeting to order at 6:30 p.m.

Present: Mayor Brian Muecke

Councilmember Carroll McGinnis	Lane Standley, Building Official
Councilmember Barry Putterman	David Gott, Police Chief
Councilmember Shirley Rouse	Alan Petrov, City Attorney
Councilmember Bob Wiener	Lisa Modisette, Assistant City Secretary
Councilmember Matt Woodruff	

Absent: Kelly Johnson, City Admin./Secr.-Treasurer

2. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos Lane, requested an update on the house at 11710 Denise. Lane Standley, Building Official, stated the utilities will be disconnected by Friday, March 9, 2018. The demolition company will move onto the property next week. The owner is financing the take down of the house.

3. CONSENT AGENDA – All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

A. Approval of Minutes

October 12, 2017 Regular Council Meeting
November 9, 2017 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills - #33116 - #33228
Voided Checks – 39 checks

C. Approval of General Fund Bills over \$2,500

Terry Vick - \$15,467.36	Wells Fargo - \$4,653.81
Accutek - \$31,158.80	Bob Baldwin - \$2,680.00

LJA Engineering, Inc. - \$61,216.84 Johnson Petrov - \$8,543.31
Harris County Appraisal District - \$5,311.00
Republic Services - \$14,933.40

D. Approval of Construction Fund Bills

0 Items - \$0.00

E. Approval of Police Seizure Bills

0 Items - \$0.00

Mayor Muecke requested removal of the October 12, 2017 minutes from the Consent Agenda for corrections.

Councilmember Wiener moved, Councilmember McGinnis seconded, for the approval of the Consent Agenda with the removal of the October 12, 2017 minutes.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

Mayor Muecke requested the following corrections to the October 12, 2017 minutes:

1. Page four, Agenda item 5A, third paragraph – change “continuing the drainage study” to “preparing drainage plans and associated field work”.
2. Page five, third paragraph, second line – change “preliminary” to “30%” and change “report” to “estimate or “per”.
3. Page eight, fourth paragraph, itemized list - a. change “agreed with” to “suggested”, b. change “agreed with” to “suggested” and add “minimum” before “PUD”, e. change “agreed with” to “suggested”

Councilmember Rouse requested the following correction to the October 12, 2017 minutes:

1. Page 5, first vote on the page – remove “unanimously”

Councilmember Putterman moved, Councilmember Wiener seconded, for the approval of the October 12, 2017 minutes with the corrections as stated above.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – January 2018 – Mayor Muecke

Mayor Muecke discussed the Financial Report:

- The city's operating fund is \$1.6 million. The current available balance, including \$200,000 unrestricted funds, is \$1.8 million.
- Spring Branch ISD Tax Office is holding funds to pay the tax refunds.
- Designated Reserve Funds –
 - Operating Reserve - \$0.00
 - Equipment Replacement Reserve - \$179,892
- The city has received \$159,949 in March for sales tax.

Councilmember McGinnis asked about the tax refunds. Mayor Muecke stated the first batch of refunds is being processed. An explanation letter will be sent to the residents.

B. Police Report –February 2018 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the police report:

- The department had 10 total crimes for February 2018.
- The number of citations issued for February has increased from the previous month.
- The department had 66 arrests for February 2018.
- On February 13, a resident reported a theft by a contractor. The suspect was arrested and the items were returned.
- All officers have body cameras.
- Vehicle cameras will be installed next week.

Councilmember McGinnis asked about citations issued to high school students for parking. Chief Gott stated the posted "No Parking" signs seem to be effective.

C. Fire Department – Meeting – Fire Commissioner Bill Johnson

Fire Commissioner Bill Johnson discussed the following:

- The Fire Commissioners approved preliminary bid specs for the roof replacement. The estimated cost will be between \$250,000 and \$300,000. The commission will try for a firm bid that will be good for 90 days. The Village Fire Department (VFD) will not need a permit and Lane Standley, Building Official, will do the inspections. The department will conduct asbestos testing on the current roof prior to the Request for Bid so the bids are accurate.
- The fire station renovation has a \$2 million concept and a \$3 million concept.

The \$2 million concept was requested by the City of Hunters Creek Village. This concept will stay within the footprint of the existing building. The building will lose usable space due to the ADA requirements.

The commissioners voted on the \$3 million concept. The VFD will make the necessary repairs if the cities do not vote in favor of the \$3 million concept. The renovation will be a 2019 Budget funding issue. Hedwig Village's portion of the roof replacement is approximately \$50,000. There will be very little savings for the renovation due to roof replacement being complete.

- The EMS performance study by McGrath will benefit all the cities and will provide good information. McGrath will look at information from receiving 911 calls through transporting to area hospitals. The study should be complete in approximately one month.

D. Planning & Zoning Commission – Meeting Update – Councilmember Shirley Rouse

Councilmember Rouse discussed the following:

- The March 6th meeting was cancelled.
- A special meeting may be scheduled for Wednesday, March 14.

E. Mayor – Mayor's Monthly Report – Brian Muecke

No report

F. Building Official – Monthly Report – Lane Standley

Lane Standley discussed the following:

- Permits issued are down for the month.
- There will be an increase in permits issued in the next couple of months.
- The demolition of the building located at 9135 Katy Freeway has been issued. The renovation permit will be issued soon and the building will be brought up to code. The building will have three stories with the third floor for storage for the tenants.
- A permit has been issued for the foundation for the medical office building on the east side of the city.

G. City Administrator – May Election; Spring Branch Memorial Library Plant and Book Sale; and Shred Recycle Event – Mayor Muecke and Lisa Modisette

Mayor Muecke and Lisa Modisette reported on the following:

- The May General Election will be held on May 5, 2018. Three council positions are up for election. Two people have applied for a place on the ballot for each position.

- The Spring Branch Memorial Library will hold their annual Plant and Book Sale on March 23, 2018.
- The 2nd Annual Recycle/Shred Event will be held on October 27, 2018 from 8:00 a.m. to noon. Lane Standley, Building Official, will ask the school district if the city can use the north parking lot of the Spring Branch Middle School again this year. The event will offer paper shredding, electronic recycle, and destruction of pill form only medication again this year. The paper shredding will not have a cost to the city.

5. CONSIDERATION OF ORDINANCES / RESOLUTIONS – The City Council will discuss and consider possible action of the following:

- A. An Ordinance of the City of Hedwig Village, Texas, adopting Amendment No. 1 to the Original Budget of the City of Hedwig Village, Texas for the Year 2017; providing detailed line item increases or decreases; providing for severability; and containing other provisions relating to the subject.

Mayor Muecke discussed the 2017 Budget Amendment:

- There was a \$336,650 expenditure overage.
- There was a \$234,650 expenditure reduction.
- There was a \$50,000 Child Safety reserve and a \$52,000 LJA Drainage Study carryover from 2016.
- Net expenditure balance change was \$0.00.
- The Amendment Summary shows a revenue increase of \$10,090 and an expense increase of \$62,090 for a net increase of \$52,000 which is the LJA Drainage Study carryover from 2016.

Councilmember McGinnis asked why there is only one amendment to the 2017 Budget. Mayor Muecke stated Kelly Johnson, City Administrator/City Secretary-Treasurer, prefers to do one amendment per calendar year.

Councilmember McGinnis requested the city spend within the budget. Mayor Muecke stated the councilmembers approved the expenses through the consent agenda and the effect of the expenditures on the budget was discussed during the financial report at all council meetings.

Councilmember Rouse asked how the amendment compared to the year-end financials. She stated the amendment does not match the numbers on the year-end financials. Mayor Muecke explained the difference between the amendment and the year-end financials may be attributed to rounding and expenses that have been approved but not yet spent.

Councilmember McGinnis moved, Councilmember Putterman seconded, to table the 2017 Budget Amendment until Kelly Johnson was available to offer an explanation and answer questions.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- B. A Resolution of the City Council of the City of Hedwig Village, Texas, declaring official intent to reimburse expenditures from proceeds of Tax-Exempt Obligations.

Mayor and Councilmembers have reviewed and tabled this resolution at previous meetings. Mayor Muecke stated the only change to Appendix A of this document for this meeting is the inclusion of “PD – Other Equipment” for \$8,000. The updated total for the reimbursable expenses is \$814,554. Several expenses listed on Appendix A will no longer be within the 60 day reimbursable window.

Councilmember Rouse moved, Councilmember McGinnis seconded, to table the resolution to reimburse expenditures from tax-exempt obligations.

Councilmembers McGinnis, Rouse, and Woodruff voted “Aye”. Councilmembers Putterman and Wiener voted “No”.

MOTION CARRIED

- 6. CONSIDERATION OF CONTRACTS/AGREEMENTS** – The City Council will discuss and consider possible action on the following:

- A. Approval of BFI Waste Services, d/b/a/ Republic Services, Sale and Assignment of the City of Hedwig Village’s Solid Waste Collection and Disposal Service to Texas Pride Solutions.

Mayor Muecke stated Republic Services will transfer the city’s trash and recycling contract to Texas Pride Disposal Solutions.

Kevin Atkinson, owner of Texas Pride, stated he has been in the trash collection business since college. He stated Texas Pride has customers in the Magnolia, Cypress, Fort Bend County, Frostwood, and the Medical Center areas. He stated his company has agreements with several area disposal sites. The transfer effective date will be March 19, 2018. A letter will be sent to all residents explaining the change in providers. He stated there should be no issues with the transfer of services from Republic Services to Texas Pride. The company will set up an email exclusive to Hedwig Village for any problems with the collections of trash and recycling. The company will pick up two heavy trash items every scheduled collection day.

Councilmember Putterman suggested adding the following language to the agreement: “A copy of the fully executed assignment and assumption agreement will be delivered to the City promptly after the closing.”

Councilmember Putterman moved, Councilmember Woodruff seconded, to approve the sale and assignment of the city's trash/recycling agreement from Republic Services to Texas Pride with the recommended language added.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- B. Approval of the Regional Law Enforcement CJIS Information Exchange Memorandum of Understanding between the City of Hedwig Village, the Harris County Sheriff's Office, and Harris County Central Technology Services.

Chief Gott stated approval of this Memorandum of Understanding will allow the police department access to Harris County's Criminal Justice Information System (CJIS) Information Exchange.

Councilmember McGinnis moved, Councilmember Putterman seconded, to approve Memorandum of Understanding between the City of Hedwig Village, Harris County's Sheriff Office, and the Harris County Central Technology Services.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- 7. CONSIDERATION FOR REQUESTS FOR COUNCIL AUTHORIZATION** - The City Council will discuss and consider possible action on the following:

- A. Consideration and Possible Action regarding appointing Bitsy Searcy to the Planning & Zoning Commission to fill resigned position of Larry Opalka.

Councilmembers Rouse and Wiener fully support the appointment of Bitsy Searcy to the Planning & Zoning Commission.

Councilmember McGinnis moved, Councilmember Woodruff seconded, to approve the appointment of Bitsy Searcy to the Planning & Zoning Commission.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- 8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

- A. Discussion of 2018 Budget and impacts from the reduction of the 2017 Tax Rate.

Mayor Muecke referenced and discussed Councilmember Rouse's suggestions to reduce the expenditures in the 2018 Budget.

- The Village Fire Department (VFD) expense of \$181,000 was removed by Councilmember Rouse in her 2018 Budget reduction suggestions. Mayor Muecke added that expense back into the budget. He stated the only questions concerning the VFD expense were the timing and source of the funds.
- There would be no savings in health insurance, salaries, and certificate pay.
- The police department expenses for supplies are offset by the department's revenue from their fingerprinting service.
- Mayor Muecke added back to the 2018 Budget Councilmember Rouse's suggestion of reductions of \$50,000 to Drainage Maintenance, \$13,500 to Hike and Bike, and the end of year Holiday Party.
- Councilmember Rouse suggested reducing the Equipment Replacement Reserve to \$100,000. Mayor Muecke stated this reduction actually is a balance sheet move and there would be no real savings.

Mayor Muecke provided councilmembers with a spreadsheet with Councilmember Rouse's, Mayor Muecke's, and Kelly Johnson's, City Administrator/City Secretary-Treasurer, suggested 2018 Budget reductions.

Mayor and councilmember discussed the necessity of holding another budget workshop. Councilmember Rouse stated she does not believe another workshop would be effective. Mayor Muecke requested councilmembers review the spreadsheet prior to the budget workshop.

Councilmember Woodruff stated the Hedwig Village's portion of the VFD renovation cannot be an expense funded with revenues currently in the 2018 Budget. There are two choices to fund the VFD renovation, either decrease expenses in the budget or look to an outside source.

Councilmember Rouse suggested reducing the expenses for Drainage Maintenance, Holiday Party, VFD Facility Capital, Hike and Bike, and the Equipment Replacement Reserve. These reductions would total approximately \$328,000. She suggested another review of the budget after these five expenses were reduced to find the additional savings.

Councilmember Woodruff stated council should consider and vote on an ordinance to raise the ticket fees, permit fees, and other miscellaneous additional fees as discussed at a previous meeting in order to generate the additional revenue.

Councilmember McGinnis stated debt is appropriate for infrastructure or long-term projects. Debt is not appropriate for items such as vehicles, computers, park equipment, or similar budgetary items.

Mayor Muecke stated the funding source for the VFD expense will have to come from debt. He referenced the Tax-Exempt Obligations that council had tabled at several prior meetings.

Mayor Muecke stated the Reimbursement Resolution is not a binding document. It will give the city the option to issue debt. The resolution would allow the city to reimburse itself for expenses paid within the prior 60 days from the adoption date.

Councilmembers discussed various dates for a special meeting to discuss the 2018 Budget. Kelly Johnson will attempt to get a quorum for a date the following week.

Councilmember Woodruff stated there should be no reason to not adopt a budget within the city's means.

Councilmember Rouse moved, Councilmember McGinnis seconded, to table the resolution to reimburse expenditures from tax-exempt obligations.

Councilmembers McGinnis, Rouse, and Woodruff voted "Aye". Councilmembers Putterman and Wiener voted "No".

MOTION CARRIED

- 9. CLOSED SESSION** – The City Council will retire into Closed Session as authorized by Chapter 551, Texas Government Code, to discuss the following matters:

None

- 10. ACTION – CLOSED SESSION** - The City Council will discuss and consider any action necessary on items discussed in Closed Session.

None

- 11. AGENDA REQUESTS FROM COUNCILMEMBERS** – The City Council will discuss the following request from Councilmembers.

- A. Councilman Rouse: "for discussion and possible action regarding a resolution of the City Council of the City of Hedwig Village, Texas, instructing the City Mayor and Administrator to revise the 2018 Budget to meet the rollback tax rate with no increase in debt".

Councilmember Rouse provided the councilmembers with a copy of a draft resolution. She stated council has spent hours reviewing the budget and has been unable to make the necessary reduction to meet the rollback tax rate. She suggested a possible correction to the resolution to allow debt for the VFD renovation. The resolution directs Mayor Muecke and Kelly Johnson, City Administrator/City Secretary-Treasurer, to present an

amended 2018 Budget that match the expected revenues without additional debt prior to the next council meeting.

Councilmembers discussed the budget workshop to be scheduled and the need to work out a budget and adopt it. Councilmembers could review the budget line item by line items to create the budget.

12. ADJOURN

Councilmember McGinnis moved, Councilmember Wiener seconded, to adjourn the meeting at 9:40 p.m.

Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted "Aye", "Noes" none.


MOTION CARRIED UNANIMOUSLY

Approved and accepted on June 20, 2018.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary